

**FRANKLIN COUNTY
DEPT. of JOB and FAMILY SERVICES
80 E. Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Social Program Specialist (Bargaining) **P.C.N.:** 107003 and 107005
SSI Case Unit

DEPARTMENT: Adult/Nursing Home Service **P.R.:** O12

RESPONSIBILITIES: Provides technical assistance and advocacy services for agency customers who are applying for SSI (Supplemental Security Income) or SSDA (Social Security Disability). Screen cases for referral appropriateness. Completes initial interview, usually in customer's home, to determine customer's needs, education level, employment history, disability and limitations, and status of SSI/SSDA application. Assists customer with scheduling and/or obtaining any additional medical and/or psychological evaluations needed to substantiate disability. Coordinate and cooperate with health care personnel, physicians, nurses, and/or mental health workers in the development of the individual customer's treatment program.

Provides technical assistance and advocacy services for agency customers who have a SSI or SSDA application denied. This includes acting as customer's authorized representative during the reconsideration process, Administrative Law Judge hearing, and federal appeals process. Prepares and files required Social Security forms by deadline. Prepares and presents written and oral correspondence and briefs for Administrative Law Judge hearing.

Remain current on Social Security and public assistance eligibility rules, regulations, policies and procedures. Assist customers with the completion of public assistance application/re-application. Completes direct data entry into CRIS-E and must evaluate computer-generated results for correct eligibility status and correct data. Be familiar with Compaq computer and programs available.

Establishes and maintains positive working relationships. Answers telephone inquiries. Provide information and training to interested groups, organizations, agencies, and individuals. Collect, compile, and maintain statistical information for reports. Provide valid driver's license and ability to use a private automobile.

MINIMUM QUALIFICATIONS: Completion of undergraduate major program cores requirements in social and behavioral science as required by university or college plus 12 months experience in delivery of social services in governmental, community or private human support services agency, or completion of graduate major program core requirements in behavioral or social science as required by university or college, excluding taking of comprehensive examination or writing thesis, plus 6 months experience delivering social services in governmental, community or private human support services agency.

SCREENING CRITERIA:

Experience with case management
Experience in program planning and implementation
Knowledge of Social Security laws, policies and procedures.
Knowledge of Title XX standards

SALARY: \$15.39 per hour/180 day probationary period.

DATE POSTED: Tuesday, October 3, 2006

DEADLINE FOR APPLYING: Monday, October 9, 2006, at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department, 373 South High Street, 25th Floor, Columbus, Ohio 43215.

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